

Purpose

To establish policy and procedure for uniform handling of surplus materials. This includes all inventory materials stocked in the Central Warehouse, Region, or District Warehouses. These materials are the responsibility of the UDOT Procurement Office.

Policy

Obsolete and low turnover stock items will be identified on the report titled "Last Activity." The Inventory Management Supervisor will make the final determination of all surplus items.

Background

Inventory Management identifies low turnover and obsolete stock items. For returning and transferring instructions of non-active and obsolete items, refer to **FIACCT 08-08.00**. All inventory materials declared as surplus are the responsibility of the Inventory Management Supervisor.

Procedures

Surplus Property - Surplus Materials

UDOT 02-45.1

Responsibility: Region, District, or Central Warehouse

Actions

1. Fill out a Property Survey Form listing any items classified as surplus/obsolete at the warehouses within your range of responsibility, and submit to the Inventory Management Supervisor.

Responsibility: Inventory Management Supervisor

2. Following Inventory Procedure **FIACCT 08-08.00**, prepare an Over the Counter (DE) Form and a Surplus Property (SP-1) Form. Distribute copies to appropriate personnel and to the Division of Surplus Property. **Note: Use a separate SP-1 for items that are damaged or unrecoverable.**
3. Coordinate with the Region, District, and Central Warehouse personnel for the delivery of surplus/obsolete materials to State Surplus Properties.

Responsibility: State Surplus Property

4. Receive surplus materials and copy of SP-1. If assets are damaged or unrecoverable, complete and forward a Surplus Property Disposal Authorization (SP-3) to Inventory Management Supervisor.

Responsibility: Inventory Management Supervisor

5. The following accounting code should be used for the disposal of surplus/obsolete inventory materials.

Fund	Agency	Org.	Appr.	Activity	Object
280	810	8890	XYC	7SUR	7356

6. Enter adjusting inventory transactions required for surplus/sold materials on FI-NET.